



DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
SUMMER WORKERS – WETHERSFIELD OFFICES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Wethersfield

Hours: Full time 40 Hours. Monday to Friday and Tuesday to Saturday Schedules.
Temporary Positions ending on September 17, 2015

Salary: \$10.10 – \$11.00 hourly (Depending on previous Summer Worker experience or number of college credits.)

Closing Date: June 4, 2015

Temporary Summer Worker positions assigned to the Wethersfield locations within the DMV. These positions will be assigned to assist various work units in performing work. Work units, with duties and schedules listed for each are.

Administrative Hearings: Assist with front desk reception duties, scheduling, making copies, checking attorney and respondents for hearings. Filing, typing, answering phones and basic research. **Monday to Friday.**

Business Registration: Assisting with work in progress pertinent to the launching of The CIVLS modernization project. This includes opening and organizing mail for fee paid (Lockbox); special insurance and public service, refunds, assistance with mailing of registration renewal applications. **Tuesday to Saturday.**

Copy Records: Responsible for assisting with high volume of customer requests for motor vehicle records and copies, answering phones and directing customer inquiries, assisting with research of issues. **Monday to Friday.**

Commercial Vehicle Safety Division: Processing of sanctioning and fines, converting written inspection reports for entry into database, answer phones, filing, typing, assist with federal grant paperwork. **Monday to Friday.**

Communications: Assist with general editing of website and numerous public outreach tasks. Help direct inquiries from public and media. Gather and compile information related to requests from the media and public. **Monday to Friday.**

Driver Services : Process new applications for Passenger Endorsement Unit, returning Illegible fingerprints, filing fingerprint cards, and applications, copying, answering phones, support Drive Only program. **Monday to Friday.**

Facilities Maintenance: Landscaping, assisting with general maintenance projects, cleaning facilities. **Monday to Friday.**

Fiscal Services: Assist with the transition of the fiscal division for the modernization project. Duties will include testing fiscal transactions in the new system and processing transactions for the preparation of conversion. Reporting any defects or issues that occur. **Monday to Friday.**

Legal Services: Answer phones, assist with subpoena servicing and record request responses from state agencies, typing, filing and general office support for legal staff. **Monday to Friday.**

Mailroom: Pick up and processing of mail from various locations, assistance with courier duties related to the CIVLS modernization project. **Monday to Friday.**

Title : Scanning of junk and salvage titles, entry of pending work prior to system conversion. **Tuesday to Saturday.**

Knowledge, Skills and Abilities: Knowledge of general business principles, practices and procedures ; familiarity with computers and programs; strong interpersonal skills; proper social conduct; ability to understand and carry out written orders and oral instructions; adequate physical strength and stamina to perform duties; written communication skills; Performs related duties as required.

General Experience: Performance of clerical tasks such as filing, typing, copying, recording information, answering the telephone, reception duties, computing, office machine operation, inventory, stockroom, mail processing. May perform maintenance tasks, cleaning and ground care.

Working Conditions: Incumbents may be required to lift materials/equipment and clean work areas; Employees may be exposed to some risk of injury from equipment.

Note: The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested candidates who meet the above requirements should submit a cover letter, and a State Application form CT-HR-12, indicating **Summer Worker Wethersfield on the Position/Job Title line. If there are preferences of unit assignments it should be indicated in the cover letter.** Applications can be downloaded from the internet at <http://das.ct.gov/employment> . **applications must be received no later than June 4, 2015.** Send application for employment to:

**DEPARTMENT OF MOTOR VEHICLES
HUMAN RESOURCES, ROOM 235
60 STATE STREET
WETHERSFIELD, CT 06161**

Please note: Based on the large number of expected applicants all qualified candidates may not be interviewed. Due to the large number of expected applicants we cannot confirm receipt of application material. Incomplete or late application packages will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.